

The logo is a green circle with a white stylized wave graphic above the text 'HLSCC'. The text 'Learning Resource Centre (Library)' is written in a yellow, sans-serif font along the top arc, and 'Information Guide for Students' is written along the bottom arc.

Learning Resource Centre (Library)

HLSCC

Information Guide for Students

*Knowledge is Power.
Information is Liberating.*



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Welcome to the Learning Resource Centre!

While you're here, explore our study spaces, digital tools, and support services designed to help you learn, create, and succeed. This is your space to discover new resources and access staff support whenever you need it. Enjoy your time, and happy studying.

Our Services

The Learning Resource Centre offers the following services to support teaching, learning, and research:

- Information Literacy (Research Skills Training)
- Circulation Desk Assistance and Queries
- Ask a Librarian Reference Service
- Printing, Scanning, and Photocopying
- Study Rooms and Collaborative Spaces
- Computer Access
- Lending of Resources
- Access to Physical and Digital Resources
- Interlibrary Loan Services
- 24/7 Access to Online Resources

Library Rules

To ensure a safe and conducive environment for all users, the following rules must be observed:

- All bags must be stored in the lockers provided.
- Users are responsible for securing their personal belongings.
- All students must sign in upon entering the library.
- Food and drinks, including water, are not permitted in the library.
- Loud talking and disruptive behavior are not permitted in the library.
- All books must be checked out by library staff before being removed from the facility.
- Defacing or damaging library property is strictly prohibited.
- Bags must not be placed on the floor or on tables.
- Gambling is not permitted in the library.
- Staff approval must be obtained before moving or rearranging any furniture.
- Feet and legs must not be placed on library furniture.

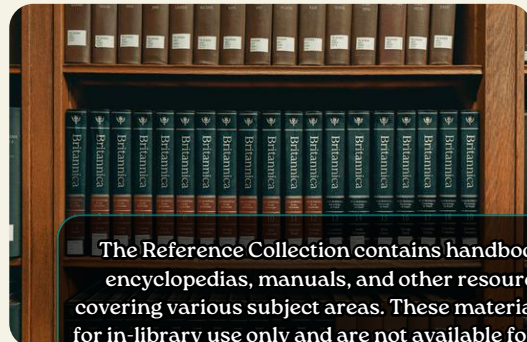
Library Collections

General Collection



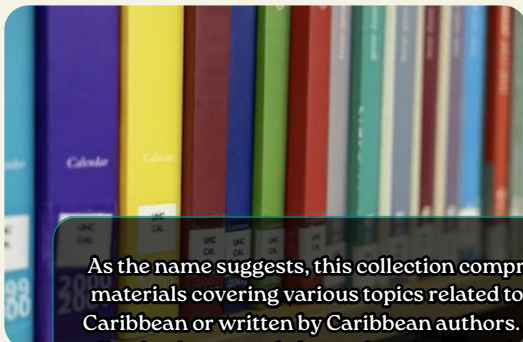
The General Collection contains books covering a wide range of subjects, from the Arts to the Sciences. Users may borrow up to three items at a time for a period of two weeks. These items may be renewed for an additional two weeks, if eligible. All items must be checked out using the Alexandria system and checked back in upon return.

Reference Collection



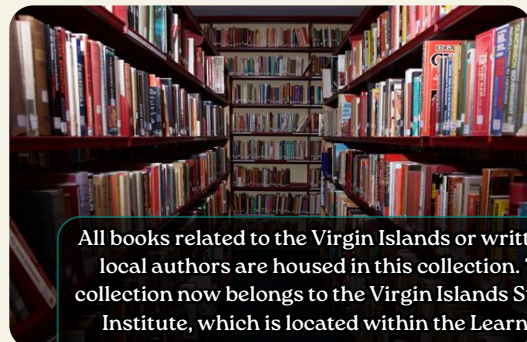
The Reference Collection contains handbooks, encyclopedias, manuals, and other resources covering various subject areas. These materials are for in-library use only and are not available for loan. They can be identified by a Reference sticker located above the call number label.

Caribbean Collection



As the name suggests, this collection comprises materials covering various topics related to the Caribbean or written by Caribbean authors. This collection is currently located on the upper level of the Learning Resource Centre.

Virgin Islands Collection



All books related to the Virgin Islands or written by local authors are housed in this collection. The collection now belongs to the Virgin Islands Studies Institute, which is located within the Learning Resource Centre but operates as a separate unit. The Institute also provides oversight of the H. Laverty Stoutt Memorial Collection.

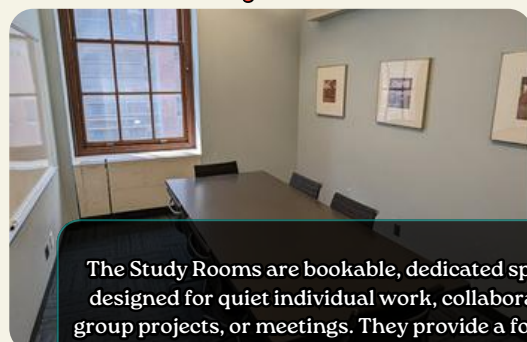
Study Spaces

Computer Lab



The Computer Lab is a designated room equipped with 12 desktop computers available for students to use for academic purposes. It also features a separate desktop computer at the front of the room, along with an electronic board and a whiteboard, making it suitable for lecturers to conduct classes.

Study Rooms



The Study Rooms are bookable, dedicated spaces designed for quiet individual work, collaborative group projects, or meetings. They provide a focused environment with fewer distractions and are equipped with whiteboards, chairs, and tables.

Learning Resource Centre Operating Hours



HLSCC LEARNING RESOURCE CENTRE HOURS OF OPERATION

MONDAY	8:30 a.m. - 8:00 p.m.
TUESDAY	8:30 a.m. - 8:00 p.m.
WEDNESDAY	8:30 a.m. - 8:00 p.m.
THURSDAY	8:30 a.m. - 8:00 p.m.
FRIDAY	8:30 a.m. - 6:00 p.m.
SATURDAY	9:00 a.m. - 3:00 p.m.

CLOSED ON PUBLIC HOLIDAYS

Information Literacy

Definition of Information Literacy

Information literacy is the ability to locate, evaluate, and use information effectively to express ideas, develop arguments, challenge opposing viewpoints, learn new concepts, and identify accurate and reliable evidence on a topic.

Five Key Components of Information Literacy

1. Identify the nature and extent of the information needed
2. Locate information effectively and efficiently
3. Evaluate information and its sources critically
4. Apply information effectively to accomplish a specific purpose.
5. Acknowledge and properly cite all sources of information used.

Plagiarism

What is Plagiarism

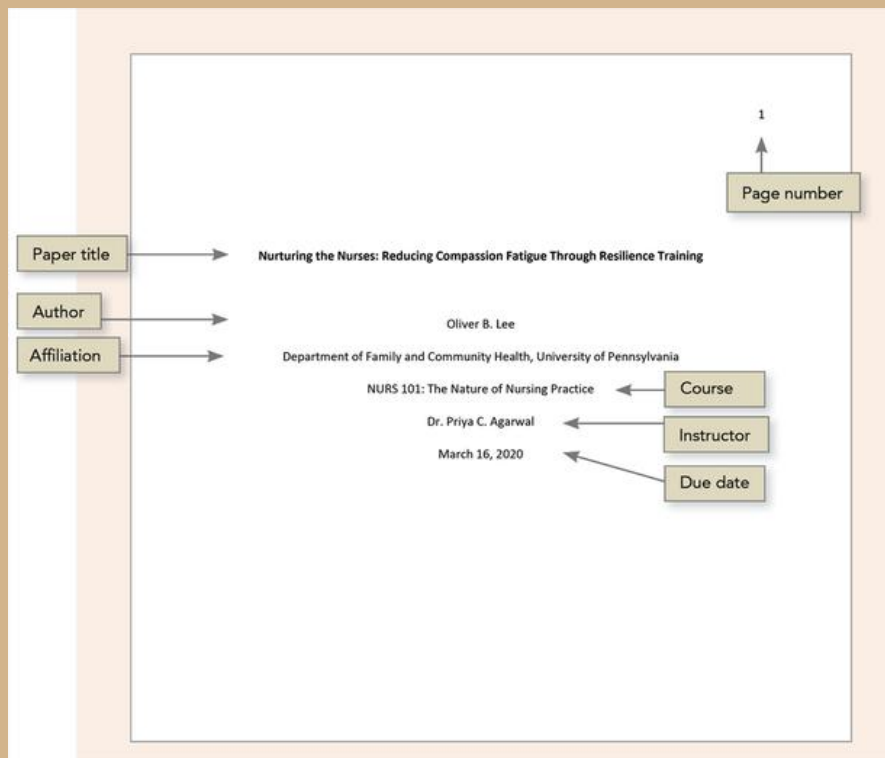
Plagiarism is the act of presenting someone else's words, ideas, or work as your own without proper acknowledgment or citation. This includes copying text directly, paraphrasing without credit, or using another person's work without referencing the source (APA, 2020).

How to Avoid Plagiarism

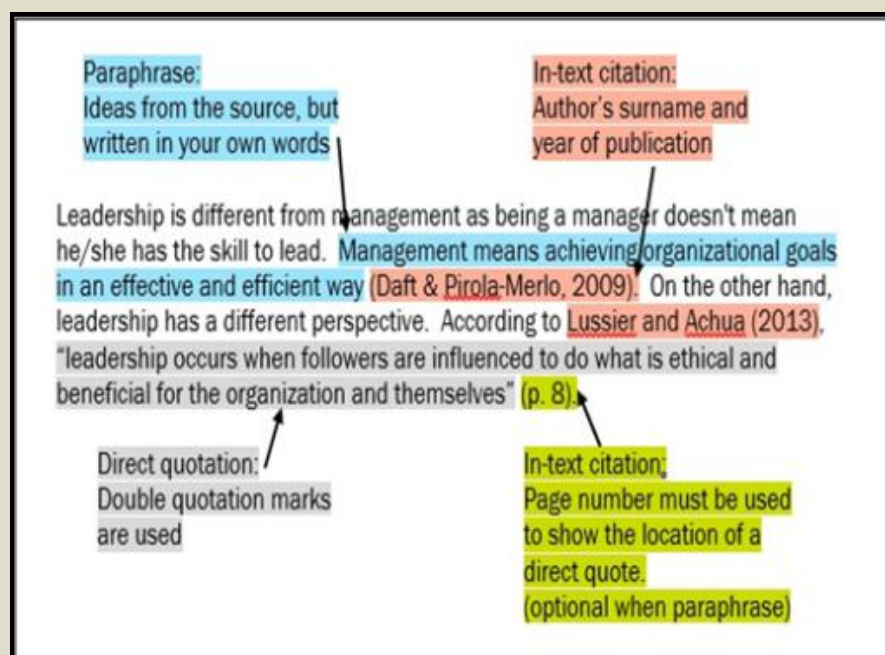
- Paraphrase information by expressing the ideas in your own words.
- Summarize key points from sources while maintaining the original meaning.
- Use quotation marks when directly stating another person's exact words
- Cite the source even when the information is written in your own words
- Always provide references to all resource that you use
- Include complete citation information for each source.

Ethical use of information is important because it gives proper credit to original authors, prevents plagiarism, maintains academic integrity, and ensures the credibility and reliability of academic work.

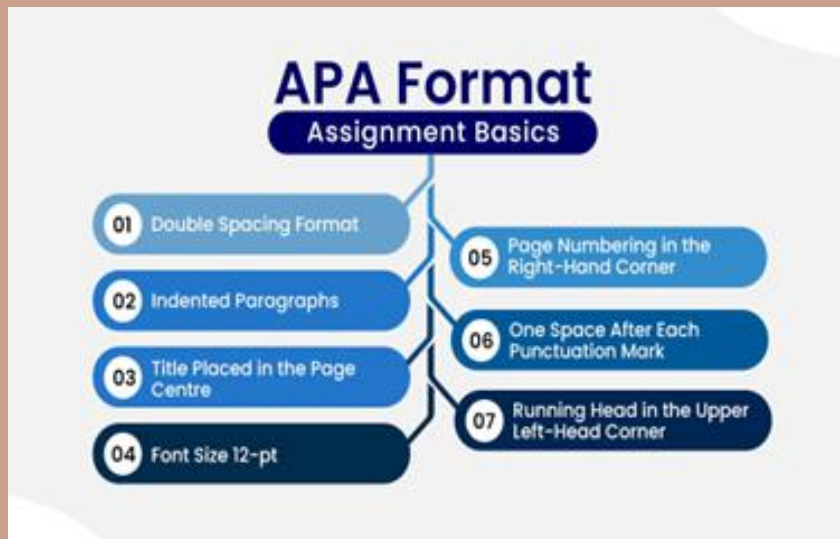
Guidelines for APA Assignment Cover Page



In-Text Citation Layout for the Body Paragraph With Indirect and Direct Quote



Assignment Presentation Guidelines Format Assignment for APA



Samples of APA Intext Citations

PARENTHETICAL	NARRATIVE
Parenthetical citations put the author(s) and the publication date inside brackets.	In narrative citations, the author is included in the sentence, and the publication date follows right after in brackets.
Example: "Contemporary architectural systems still use dynamic concepts" (Moseley, 2016).	Example: Moseley (2016) wrote that "Contemporary architectural systems still use dynamic concepts" (p. 4).

Sample on How To Cite Direct Words When Writing

How to cite direct quotes in the text of your assignment

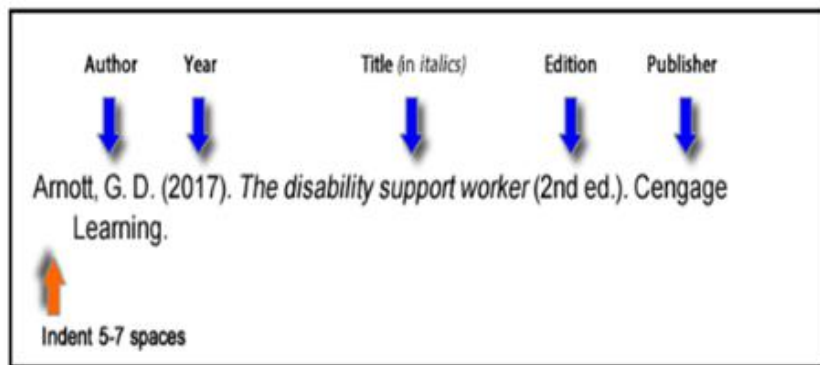
- Short quotes (<40 words) should be included in your text and placed in quotation marks.

There are so many trilogies to choose from but "The Hunger Games is, without question, a great series" (Brennan, 2011, p. 1).

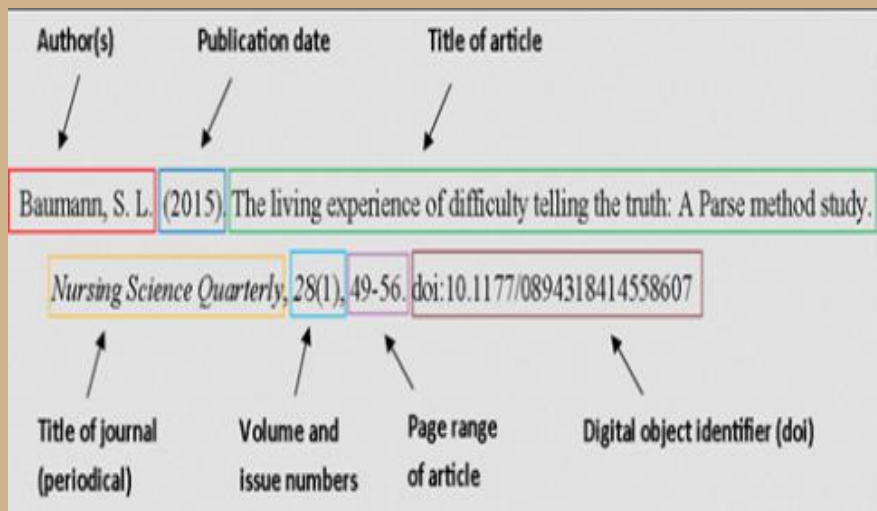
Diagram illustrating the citation components:

- Commas: Used to separate the author's name, year, and page number.
- Author's Last Name: The name of the author.
- Year written: The year the work was published.
- Page number(s): The specific page(s) quoted.
- Periods: Used at the end of the sentence.

Format for Citing a Book Using APA Reference



Format for Citing Electronic Journal in APA Format



Reference List in APA Format

APA 7th

References

Cahusac de Caux, B. K. C. D., Lam, C. K. C., Lau, R., Hoang, C. H., & Pretorius, L. (2017). Reflection for learning in doctoral training: Writing groups, academic writing proficiency and reflective practice. *Reflective Practice*, 18(4), 463-473. <https://doi.org/10.1080/14623943.2017.1307725> Journal article

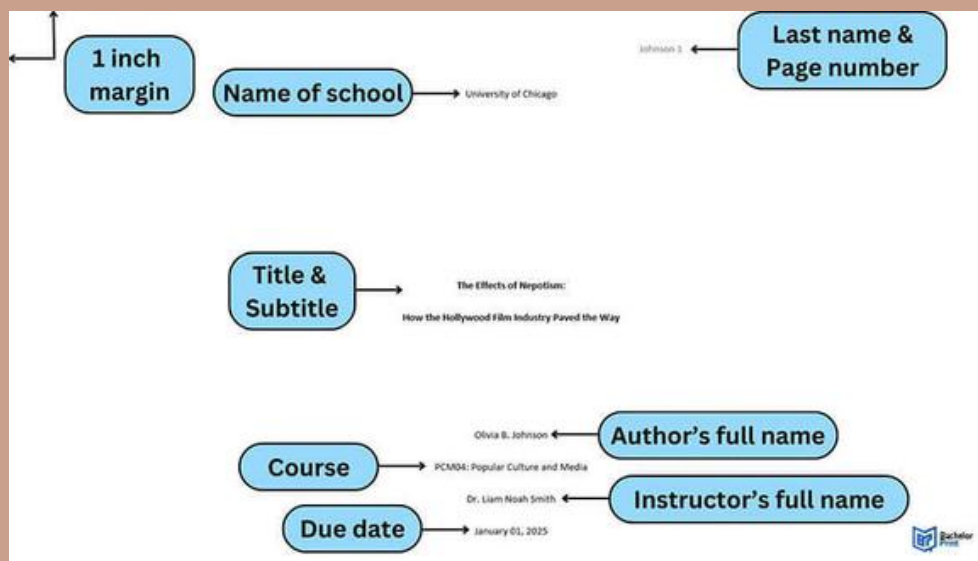
Lau, R. W. K., & Pretorius, L. (2019). Intrapersonal wellbeing and the academic mental health crisis. In L. Pretorius, L. Macaulay, & B. Cahusac de Caux. (Eds.), *Wellbeing in doctoral education: Insights and guidance from the student experience* (pp. 37-45). Springer. https://doi.org/10.1007/978-981-13-9302-0_5 Book chapter

Vygotsky, L. S. (1978). *Mind in society: The development of higher mental processes*. Harvard University Press. Book

MONASH University

Please Note That the Citation Heading for APA Is References

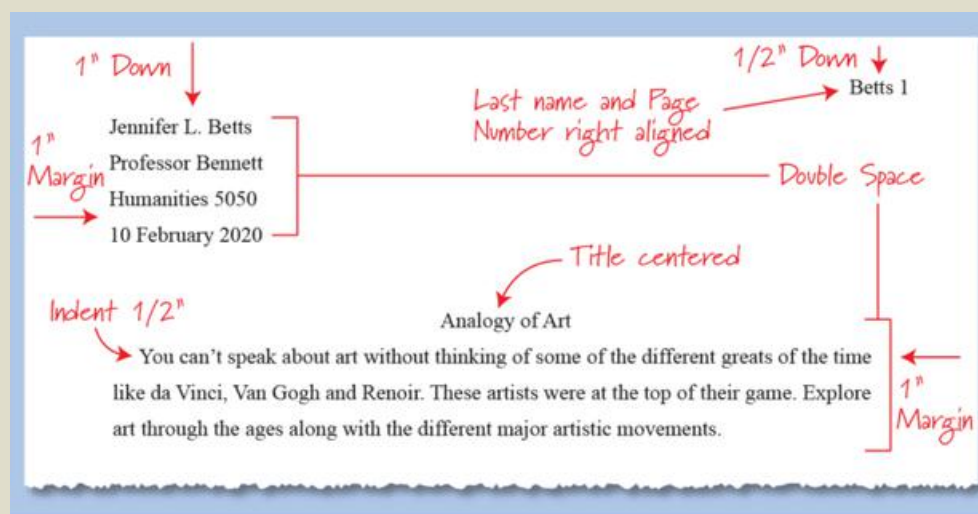
MLA Assignment Cover Page Layout



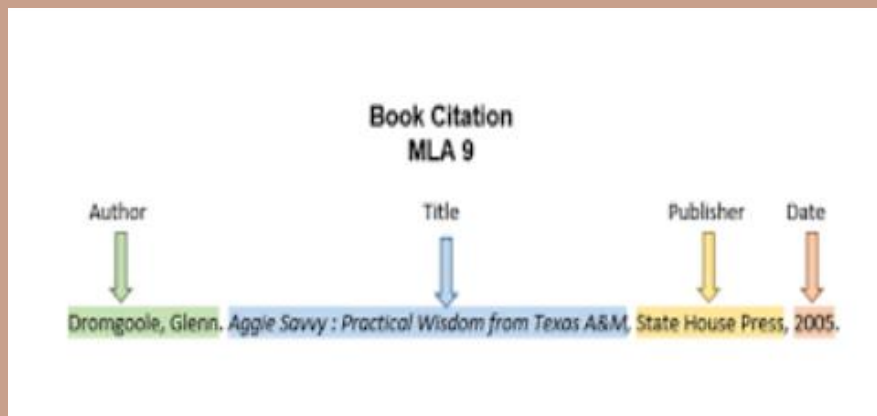
In-Text Citation for Body Paragraph in MLA Format

dialogue, yet the man is unable to pick up on her queues. When she looks across at the hills, she utters, "They're lovely hills... they don't really look like white elephants. I just meant the coloring of their skin through the trees" (Hemingway 689). There is much debate over Hemmingway's choice of words here. However, Jig could be referencing to the hills as pregnant abdomens; describing their skin through the trees looking like protruding bellies. As the conversation continues, Jig's speech becomes short. Her subtle hints to her lover are

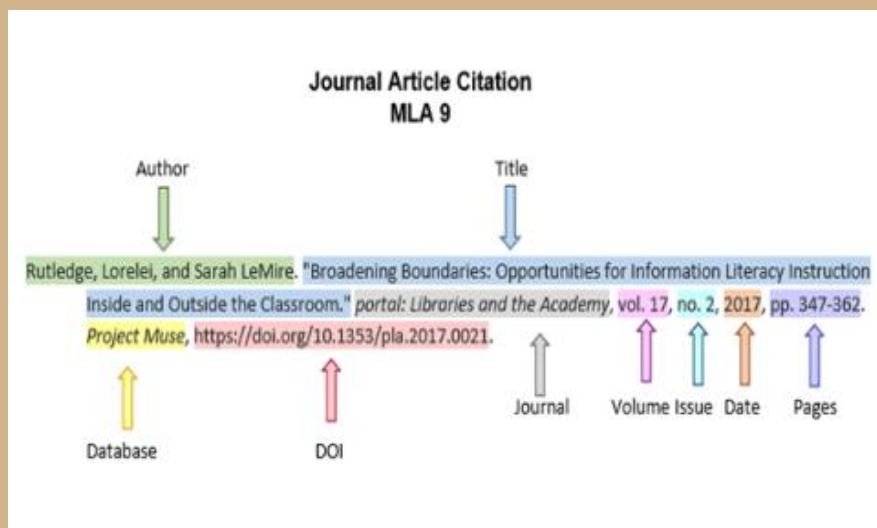
Title Section in MLA Format



Citation of Book Using MLA Format



Citation for Electronic Journal in MLA Format



Citation List for Journal in MLA Format



Complete Works Cited in MLA Format

Works Cited

Grubisic, Brett Josef and Carellin Brooks. "Queer Short Stories: An Inverted History." *The Cambridge History of the English Short Story*, edited by Dominic Head, Cambridge UP, 2016, pp. 304-22. *Cambridge Core*, www.cambridge.org/core/books/cambridge-history-of-the-english-short-story/queer-short-stories-an-inverted-history/

Kimber, Gerri and Janet Wilson. *Re-Forming World Literature: Katherine Mansfield and the Modernist Short Story*. Ibidem P, 2018.

Short, Kathy G. "The Dangers of Reading Globally." *Bookbird*, vol. 57, no. 2, 2019, pp. 1–11. *Project Muse*, <https://doi.org/10.1353/bkb.2019.0025>.

———. "Story as World Making." *Language Arts*, vol. 90, no. 1, 2012, pp. 9-17. *JSTOR*, www.jstor.org.elibrary.jcu.edu.au/stable/41804370.

Access Portals

How to Access Resources

Library resources can be accessed through the HLSCC Moodle and the College Intranet, which serve as the primary access points for locating electronic materials.

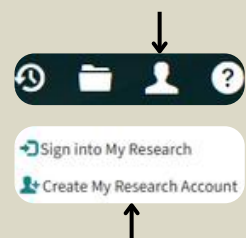
Links to Access Resources:

- ProQuest Central
[Link to ProQuest Central](#)
- E-Book Central
[Link to E-Book Central](#)
- Alexandria OPAC
[Link to Alexandria OPAC](#)

ProQuest Central

How To Create a ProQuest Central Account

1. Click on the profile icon located in the top right-hand corner of the ProQuest Central homepage.
2. You will be prompted to create an account using your email address and a password. Follow the on-screen instructions to complete the registration



How To Search and Access Resources in ProQuest Central

1. Enter your search term in the search bar and click the search icon.
2. The Search will provide different articles indicating full text or abstracts that you can choose from.

E-Book Central

How To Create E-Book Central Account

1. Click on the head icon in the top right-hand corner.



2. You will be prompt to create an account as shown using your full name, email address and password.



How To Search and Access Resources in the Database

1. Enter your search topic here and click "Search".



LRC Interlibrary Loan System

Are you looking for resources that your library does not have?

The LRC is a part of an Interlibrary Loan Network of Academic and Research Libraries where document requests can be made (via Moodle) for book chapters and journal articles that are not available within our physical or digital collections.

- Interlibrary loan document requests are filled within a turnaround time of less than 24 - 48 hours.

Resource Sharing Benefits

- No transaction charges or invoicing costs.
- Automated borrowing request routing.
- Users have access to broader, deeper and higher quality collections.

With over 630 member libraries being a part of the pod, you just may find what you're looking for!

To request resources, you can complete these online forms:

- Link for ProQuest Central
[ProQuest Central Online Form](#)
- Link for E-Book Central
[E-Book Central Online Form](#)

Alexandra OPAC (Library Book Catalogue)

The Alexandra OPAC serves as a central gateway to exploring a library's collection of books, media, and digital resources. Its interface is straightforward and functional offering clear search fields where you can look up titles, authors, subjects, ISBNs, or keywords quickly. Search results are easy to scan, with useful filters to narrow by format (print, e-books, audio), availability, and location.

Study Tips for Success

- Taking notes helps you understand and remember what you study.
- Creating a study schedule helps you manage your time effectively.
- Planning your studies ahead of time reduces stress and confusion.
- Creating a study area helps eliminate distractions and improve focus.
- Setting goals gives you direction and motivation.
- Avoiding cramming leads to better long-term understanding.
- Spacing your study time improves memory and learning.
- Taking study breaks helps prevent burnout and fatigue.
- Making notes while studying reinforces key ideas.
- Getting adequate rest and sleep improves concentration and performance.
- Eating properly provides the energy needed for studying.
- Drinking plenty of water keeps your body and mind alert.
- Practicing active learning helps you understand and apply information better.

Printing Guidelines

Colored Printing

Select PB LRC Library-HP LJ. M577. You are required to sign in to this printer using your college credentials (Username & Password).

Black & White Printing

Select PB LRC Library-HP LJ. M609. You are not required to sign in to this printer.

Contact Us

For general queries you can contact the Learning Resource Centre at the following:



Phone: (284) 852-7138

or

Email: askalibrarian@hlsec.edu.vg